



**Staff Services Analyst (General) Leap
7500-00105157-7PB15**

Department(s):	State Personnel Board/Statewide
Opening Date:	9/10/2009 8:30:00 AM
Closing Date:	Continuous
Cut-off Date:	6/10/2014
Type of Recruitment:	SERVICEWIDE OPEN
Salary:	MONTHLY-RANGED-SALARY - \$2,817.00 to \$4,446.00
Employment Type:	Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

INTRODUCTION

The Limited Examination and Appointment Program (LEAP), under the authority of Government Code Sections 19240-19243.4, provides an alternate means of assessing the qualifications and skills of job applicants with disabilities. Upon successful completion of the program, participants are appointed to the identified job classification and begin serving a probationary period of six months to one year.

For more information on LEAP, pamphlets are available at the offices of the State Personnel Board, Department of Rehabilitation and Employment Development Department or at the following Websites: www.spb.ca.gov or www.dor.ca.gov.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Those who meet all of the following criteria:

- 1) Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities, **and**
- 2) Individuals with a Limited Employment Assistance Program (LEAP) certification from the State Department of Rehabilitation, **and**
- 3) Individuals who have not taken this examination in the past 18 months, **and**
- 4) Individuals who meet the minimum qualifications stated on this examination bulletin.

You may contact the Department of Rehabilitation to find out how to obtain and complete a LEAP certification form. To find an office near your home, please contact the Department of Rehabilitation at (916) 558-5300, TTY (916) 558-5302 or online at www.dor.ca.gov.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click on the link at the bottom of this bulletin.

Testing Period: The testing period for this classification is 18 months. You may not test for this classification more than once in a testing period. Eligibility expires 24 months after it is established. Competitors must then retake the Readiness Training and Experience Examination to reestablish eligibility.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact:

State Personnel Board
Examination and Selection Services Section
(866) 844-8671

Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: (800) 735-2929; for voice phones: (800) 735-2922.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the State Personnel Board for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retake the Readiness Training and Experience Examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

EITHER I

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

OR II

Work experience in the California state service may be substituted for the required education in Pattern I on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law, or a closely related area.

EXAMINATION INFORMATION

The examination consists of a 100% Readiness Training and Experience Examination. Candidates must receive a score of 70% or more in order to be placed on the employment list. Names of candidates who pass the examination will remain on the employment list for 24 months (2 years).

SCOPE OF EXAMINATION

A. Knowledge of:

1. Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis.
2. Governmental functions and organization.

B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
2. Develop and evaluate alternatives; analyze data and present ideas and information effectively.
3. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
4. Gain and maintain the confidence and cooperation of those contacted during the course of work.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

CAREER CREDITS

Career Credits will not be added to the final score of this examination, because it

does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

CONTACT INFORMATION

State Personnel Board
Examination and Selection Services Section
801 Capitol Mall
Sacramento, CA 95814
(866) 844-8671

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Readiness Training and Experience Examination. At the end of the Readiness Training and Experience Examination, it will be instantly scored upon your request.

[Click here to go to the Readiness Training and Experience Examination for Staff Services Analyst \(General\) LEAP.](#)